

Assessment, Evaluation and Certificate in MySCLearning

1

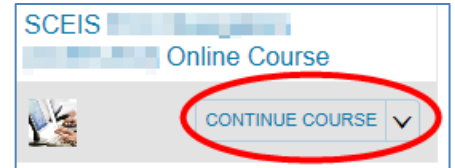
Log in to MySCLearning and open the *Learning* page

In Internet Explorer, go to <https://myscemployee.sc.gov>, and log in with your SCEIS user ID and password. Click on the *MySCLearning* tab. Then open the *Learning* page.

2

Navigate to the course

Find your course in *My Learning Assignments*, or in *Self-Assigned*. Click *Continue Course*.



3

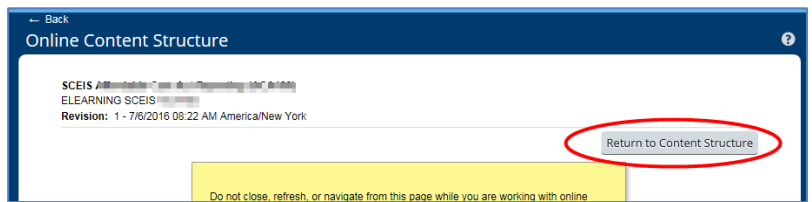
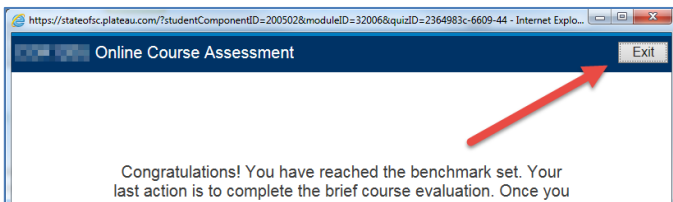
Launch the Assessment

In the *Online Content Structure* box, scroll to the end, and click on *Course Assessment*.

TIP: Before you re-take an Assessment, it's wise to review the course materials.



When you have reached the 70% benchmark on the Assessment, click the *Exit* button. Click *Return to Content Structure*.



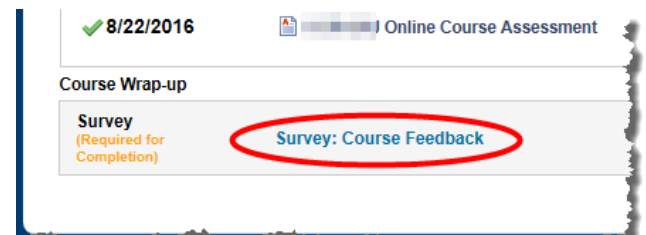
4

Complete the *Course Evaluation*

Scroll to end of the Content Structure box and click *Survey: Course Feedback*.

TIP: All questions on the Evaluation are required. You must enter something, even if it's just "NA."

When you have completed the Evaluation, click *Return to Content Structure*.



5

View, download or print your Certificate

Scroll to the end of the Content Structure box to see your now-unlocked *Certificate*.

To view, download or print it, click the *Print* icon.

Later, you can print the certificate at any time from your *Learning History* tile.

